

STATE OF WEST VIRGINIA; COUNTY OF UPSHUR; CITY OF BUCKHANNON: TO-WIT:

A scheduled meeting of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on Thursday, June 23, 2022, at 7:30 a.m., with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present - GTM
Board Member	Pamela Bucklew	Present
Board Member	CJ Rylands	Present
Board Member	Mark Waldo	Present - GTM
Board Member	Nancy Shobe	Absent
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Absent
City Engineer	Jay Hollen	Present
Street Superintendent	Bradley Hawkins	Present
City Attorney	Tom O'Neill	Absent

Guests: Monica Zalaznik, My Buckhannon; Evelyn Post, Executive Director of Central WV Aging Services; Tammy Leggett; Donnie Tenney, President of B-U Farmer’s Market Association; Loretta Courtney – GTM; Chelsea Stanton – GTM; American Legion Post 7, Post Commander Mike Wallace & Adjutant Ed Smith; Betty Cowger, Out of the Ashes Fire & Flow Arts; Amanda Hayes, Buckhannon Fourth of July Committee.

***City of Buckhannon Consolidated Public Works Board
7:30 a.m. in Council Chambers Meeting Agenda for Thursday, June 23, 2022***

- A. Call to Order**

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America
- B. Recognized Guest**

B.1 Central WV Aging Services-Evelyn Post, Executive Director

B.2 B-U Farmer’s Market Association -Donnie Tenney, President

B.3 Out of the Ashes Fire & Flow Arts-Betty Cowger

B.4 American Legion Post 7-Commander Mike Wallace & Post Adjutant Ed Smith
- C. Department Report**

C.1 Bradley Hawkins
- D. Financial Report-Amberle Jenkins**

D.1 May 2022
- E. Correspondence and Information**

E.1 Deed & M.O.U. Roman Catholic Bishop of the Diocese of Wheeling RE: Property Exchange at bottom of Amalia Drive

E.2 Installment of Small Business Wayfinding Signage-The Tanning Hut

E.3 Addressing/Mapping Verification Old Address 10 Fourth St. for 1st residence: New Address 55 Corabell Ln.

E.4 Addressing/Mapping Verification Old Address 10 Fourth St. for 2nd residence: New Address 57 Corabell Ln.

E.5 Gateway West Transportation Alternatives Supplemental Agreement #1 for Change in Funding
- F. Consent Agenda**

F.1 Approval of Minutes- Regular Meeting 05/26/2022
- G. Strategic Issues for Discussion and/or Vote**

G.1 Central WV Aging Services Request Recommendation to City Council to Purchase Parking Permits for 6-8 Spaces in Public Parking Lot 3

G.2 Farmer’s Market Parking & Use of Space at Jawbone Park

G.3 Event Request-LIT Fire & Flow Arts Show -Street Closure 6 N Kanawha Street on 07/02/22 8pm-11pm

G.4 American Legion Post 7- Request to Bury the Ashes from the Flag Burning (Retirement) Ceremony on Larry Brown Flaggpole Hill

G.5 Event Request-The Rustic Mechanicals-Shakespeare Play-Jawbone Park on 07/23/22 2pm-9pm

G.6 Event Request-Buckhannon Fourth of July Committee-Street Closure on 07/01/22 - SYCC Drill Team & Elite Twirlers to perform at Festival Friday & Fireworks Event & Cartoon Inflatables & Bounce House & etc And use of part of Public Safety Complex Parking Lot for Holden Rock Climbing

G.7 Robert Zuliani Request Conduct Business “Zul’s Frozen Lemonade” Placement of Zul’s Trailer on 07/01/22 At the Public Safety Complex Parking Lot for Festival Fridays & Fireworks Event

G.8 Request to Conduct Business Hotdog Cart “Traveling Dawgz” at Jawbone Park, NBRFP & City Park (ongoing

G.9 Pavilion Rental Reservation Changes made by Applicant after Submitting Payment

H. Board Members Comments and Announcements

I. Adjournment

Posted 06/17/2022

A. Call to Order - The meeting was called to order by Mayor Skinner who then asked all to join him in a Moment of Silence and he then led the group in the pledge to the flag of the United States of America

B. Recognized Guests

B.1 Central WV Aging Services-Evelyn Post, Executive Director – Without objection, Mayor Skinner moved *G.1 Central WV Aging Services Request Recommendation to City Council to Purchase Parking Permits for 6-8 Spaces in Public Parking Lot 3* to the table for discussion and/or vote. The Mayor recognized Evelyn Post, Executive Director of the Central WV Aging Services, Inc. Ms. Post addressed the Board with a request for the City to add two additional handicap spaces near their entrance on N Spring Street, designated for use by the Central WV Aging Services, and for Central WV Aging Services to purchase Parking Permits for six to eight spaces in Public Parking Lot 3 for use by the agency. Discussion took place, which included the fact that if additional handicap parking spaces are added they will be open for use by anyone with proper handicap parking credentials.

Motion to recommend to City Council the approval of adding 2 handicap parking spaces on the west side of N Spring Street was made by Bucklew/Rylands. Motion carried.

Board member Rylands recommended that we have a broader conversation concerning the request for the Central WV Aging Services to purchase Parking Permits for six to eight spaces in Public Parking Lot 3 for use by the agency. Recorder Sanders recommended that we include City Attorney Tom O'Neill in those discussions. Mayor Skinner recommended that a focus group be formed to study this type of request. No further action was needed.

B.2 B-U Farmer's Market Association -Donnie Tenney, President - Without objection, *G.2 Farmer's Market Parking & Use of Space at Jawbone Park* was moved to the table for discussion and/or vote. The Mayor recognized Donnie Tenney, President of the B-U Farmer's Market Association. Mr. Tenney discussed the difficulty that some of the members of the B-U Farmers Market Association have been having with parking at Jawbone Park for both Festival Friday's evening activities and on Wednesday from 10:00 AM to 4:00 PM during the Farmers Market hours. Traditionally the farmers have used six spots on the Spring Street side of the park for the Farmers Market vendors, three spaces on the parking lot side of the walkway and three spots on the park side of the walkway. Mr. Tenney would like assurance that it is okay to park vehicles on the park side of the walkway. He also requested that we add two more spots for Farmers Market vendors - one on the parking lot side of the walkway and one on the park side of the walkway. His final request was for the City to add new signs on the Spring Street side of the parking lot in front of the four designated Farmers Market parking spaces that state No Parking on Wednesdays from 10:00 AM to 4:00 PM and No Parking on the Festivals Fridays, as is stated on the current signs, and add that the spaces are to be used by the Farmers Market.

It was clarified that parking on the Jawbone Park side of the walkway is permissible so long as it is not blocking a view of the stage or creating a safety issue.

Motion to add two more spots for use by the Farmers Market vendors, one space on the parking lot side of the walkway and one spot on the park side of the walkway, was made by Rylands/Bucklew. Motion carried.

Motion to approve the City posting signs in front of the first four parking spaces on the Spring Street side of the parking lot that state No Parking on Wednesdays from 10:00 AM to 4:00 PM and No Parking on the Festivals Fridays, as is stated on the current signs, adding to the signs that spaces are to be used by the Farmers Market vendors was made by Bucklew/Rylands. Motion carried.

B.3 Out of the Ashes Fire & Flow Arts - Betty Cowger - Without objection, *G.3 Event Request-LIT Fire & Flow Arts Show -Street Closure 6 N Kanawha Street on 07/02/22 8pm-11pm* was moved to the table for discussion and/or vote. Mayor Skinner recognized Betty Cowger of Out of the Ashes Fire & Flow Arts who provided an overview of the Event Request that is part of the meeting packet. The request is to close a part of N. Kanawha Street near the Evolution Bar entrance for a street performance on July 2, 2022, from 8:00 PM until 11:00 PM, by Out of the Ashes Fire & Flow Arts. Discussion took place.

Motion to approve the request from Out of the Ashes Fire & Flow for a street closure on N Kanawha Street near the Evolution Bar entrance on July 2, 2022, from 8:00 PM until 11:00 PM, for a street performance by Out of the Ashes Fire & Flow Arts was made by Bucklew/Rylands. Motion carried.

B.4 American Legion Post 7 - Commander Mike Wallace & Post Adjutant Ed Smith – Without objection *G.4 American Legion Post 7- Request to Bury the Ashes from the Flag Burning (Retirement) Ceremony on Larry Brown Flagpole Hill* was moved to the table for discussion and/or vote. Mayor Skinner recognized American Legion Post 7 - Commander Mike Wallace & Post Adjutant Ed Smith who presented a request to bury the ashes from the Flag Burning (Retirement) Ceremony on the Larry Brown Flagpole Hill. Discussion took place.

Motion to approve the request for American Legion Post 7 to bury the ashes from the Flag Burning (Retirement) Ceremony on Larry Brown Flagpole Hill was made by Rylands/Bucklew. Motion carried.

Amanda Hayes was recognized and without objection *G.6 Event Request-Buckhannon Fourth of July Committee-Street Closure on 07/01/22 - SYCC Drill Team & Elite Twirlers to perform at Festival Friday & Fireworks Event & Cartoon Inflatables & Bounce House & etc., and use of part of Public Safety Complex Parking Lot for Holden Rock Climbing* was moved to the table for discussion and/or vote. Ms. Hayes went over the proposed events with the Board.

Motion to approve the Event Request from the Buckhannon Fourth of July Committee for street closure of part of S Florida Street on 07/01/22 for the SYCC Drill Team & Elite Twirlers to perform at Festival Friday; the Fireworks Event and for the Cartoon Inflatables, Bounce House to be in Jawbone Park, as well as use of part of Public Safety Complex parking lot for Holden Rock Climbing was made by Rylands/Skinner. Motion carried.

Loretta Courtney, who had joined us through GoToMeeting, was recognized and without objection *G.8 Request to Conduct Business Hotdog Cart “Traveling Dawgz” at Jawbone Park, NBRFP & City Park (ongoing)* was moved to the table for discussion and/or vote. Ms. Courtney’s request and supporting documents regarding her business, Traveling Dawgz, is a part of the meeting packet. Discussion regarding the request took place. It was recommended that she obtain commercial general liability insurance for the business.

Motion to approve the request from Loretta Courtney to conduct business using her hotdog cart under the name “Traveling Dawgz” at Jawbone Park, NBRFP & City Park, with the recommendation that she obtain commercial general liability insurance for the business was made by Rylands/Skinner. Motion carried.

C. Department Report

C.1 Bradley Hawkins - Brad Hawkins reported:

- The crews are still patching streets
- They are still working on the North Kanawha Street sidewalks
- Andrew Loudin has been working on the parks

Mr. Rylands asked for a report on the demolition of the Madison Street property. Brad gave a brief update and a potential timeline for the project.

D. Financial Report - Amberle Jenkins

D.1 May 2022 - Amby presented the May 2022 Financial report.

CONSOLIDATED PUBLIC WORKS BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Balance May 31, 2022

Money market & checking \$ 174,026.16

Cemetery CD and savings \$ 234,191.19



6-22-2022 03:06 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: MAY 31ST, 2022				
093-CONSOL PUBLIC WORKS		% OF YEAR COMPLETED: 91.67				
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
093-340-000-01 DONATION BEAUTIFICATION U	60	6.00	66.00	0.00 (6.00)	110.00
093-340-000-02 DONATION DOG PARK UTL&PRI	60	7.00	77.00	0.00 (17.00)	128.33
093-342-000-00 PARKING METERS LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-01 PARK.PEN.LOT 1	0	0.00	50.00	0.00 (50.00)	0.00
093-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
093-343-000-00 PARKING LOT 2 RENTAL	0	0.00	0.00	0.00	0.00	0.00
093-343-000-01 PARK.PEN.LOT 2	0	0.00	100.00	0.00 (100.00)	0.00
093-343-000-02 STICKERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-01 PARK.PEN.LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-02 STICKERS LOT 3	1,500	75.00	1,832.50	0.00 (332.50)	122.17
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	9,650	725.00	11,530.00	0.00 (1,880.00)	119.48
093-347-000-00 OPENING & CLOSING GRAVES	31,350	1,000.00	40,650.00	0.00 (9,300.00)	129.67
093-347-000-01 SALE OF LOTS	10,000	0.00	31,300.00	0.00 (21,300.00)	313.00
093-347-000-03 PLACEMENT OF MARKERS	1,500	100.00	4,200.00	0.00 (2,700.00)	280.00
093-349-000-01 PARK.PEN.LOT6	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FEES	54,120	1,913.00	89,805.50	0.00 (35,685.50)	165.94
GRANTS						
093-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	34,500	0.00	29,241.91	0.00	5,258.09	84.76
093-368-000-00 RENTAL OF PAVILION	3,000	1,190.00	4,105.00	0.00 (1,105.00)	136.83
TOTAL GRANTS	37,500	1,190.00	33,346.91	0.00	4,153.09	88.93
OTHER REVENUE						
093-380-000-00 INTEREST	50	4.54	45.77	0.00	4.23	91.54
093-399-000-00 MISCELLANEOUS	0	0.00	264.60	0.00 (264.60)	0.00
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	135,000	0.00	135,000.00	0.00	0.00	100.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	150.00	1,900.00	0.00 (1,900.00)	0.00
TOTAL OTHER REVENUE	135,050	154.54	137,210.37	0.00 (2,160.37)	101.60
TOTAL REVENUE	226,670	3,257.54	260,362.78	0.00 (33,692.78)	114.86

6-22-2022 03:06 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT =====						
NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD =====						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	15,400.00	0.00	1,400.00	91.67
093-700-103-00 SALARIES	33,600	2,664.00	24,084.15	0.00	9,515.85	71.68
093-700-103-01 FLOWER SALARIES	70,600	3,297.53	43,183.63	0.00	27,416.37	61.17
093-700-104-00 FICA TAX	9,260	614.05	6,375.17	0.00	2,884.83	68.85
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	2,000	126.08	1,469.70	0.00	530.30	73.49
093-700-106-01 CONSOLIDATED RETFLOWER	3,700	329.76	3,614.85	0.00	85.15	97.70
TOTAL SALARIES & BENEFITS	135,960	8,431.42	94,127.50	0.00	41,832.50	69.23
CONTRACTUAL SERVICES						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	10,000	0.00	5,674.47	0.00	4,325.53	56.74
TOTAL CONTRACTUAL SERVICES	10,000	0.00	5,674.47	0.00	4,325.53	56.74
COMMODITIES						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	10,000	2,476.69	10,350.35	47.94 (398.29)	103.98
093-700-342-00 MAT & SUPP - PARKING	5,000	52.05	4,597.16	0.00	402.84	91.94
093-700-343-00 MAT&SUPP-PARKS	35,000	2,976.20	34,022.26	0.00	977.74	97.21
093-700-343-01 DOG PARK EXP	14,000	7.07	207.76	0.00	13,792.24	1.48
093-700-344-00 AUTO SUPPLIES	5,000	0.00	679.14	0.00	4,320.86	13.58
093-700-345-00 TREE MAINTENANCE	12,000	0.00	11,050.00	0.00	950.00	92.08
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	81,000	5,512.01	60,906.67	47.94	20,045.39	75.25
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	23,000	1,798.26	22,630.25	1,536.18 (1,166.43)	105.07
093-700-465-00 CONTRACT MOWING CEMETERY	46,500	4,150.00	41,300.00	0.00	5,200.00	88.82
TOTAL CAPITAL OUTLAY	69,500	5,948.26	63,930.25	1,536.18	4,033.57	94.20
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-568-00 CONTINGENCY-CPWB	40,210	0.00	22,965.43	0.00	17,244.57	57.11
TOTAL CONTRIBUTIONS	40,210	0.00	22,965.43	0.00	17,244.57	57.11

6-22-2022 03:06 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2022

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
093-700-999-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BOARD	336,670	19,891.69	247,604.32	1,584.12	87,481.56	74.02
TOTAL EXPENDITURES	336,670	19,891.69	247,604.32	1,584.12	87,481.56	74.02
REVENUE OVER/(UNDER) EXPENDITURES	(110,000) (16,634.15)	12,758.46 (1,584.12) (121,174.34)	10.16-

CPWB MAY 2022 PAYMENT OF BILLS

\$2,400.00 – MTR TREE SERVICE – 4 PINE TREES CUT IN CEMETERY

\$4,150.00 – EVERSON-CARR FARMS– CEMETERY MOWING

06-03-2022 12:15 AM

DISBURSEMENTS 5-01-22 TO 5-31-22

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	MON POWER	700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	27.90
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	8.92
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	14.81
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	5.00
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	35.55
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	5.25
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	5.25
		700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 FAIRS &	6.00
		700-343-00	MAT&SUPP-PARKS	110149193085 JAWBONE PRK 1	11.91
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	83.46
	SOUTHERN STATES COOP INC	700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	24.71
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	7.07
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	5.35
		700-343-00	MAT&SUPP-PARKS	PEAT & GRASS SEED JAWBONE	319.80
		700-343-00	MAT&SUPP-PARKS	PEAT & GRASS SEED JAWBONE	359.98
		700-464-00	HOTEL-MOTEL (FLOWERS	BOOTS- DIXIE	169.99
	RITE-WAY HEATING & PLUMBING	700-343-00	MAT&SUPP-PARKS	FLUSH VALVES FOR PARKS	16.79
		700-343-00	MAT&SUPP-PARKS	YARD HYDRANT FRED BROOKS	27.39
		700-343-00	MAT&SUPP-PARKS	FLUSH VALVES FOR PARKS	4.51
		700-343-00	MAT&SUPP-PARKS	FLUSH VALVES FOR PARKS	289.98
		700-343-00	MAT&SUPP-PARKS	YARD HYDRANT FRED BROOKS	131.98
	SCOTT ELECTRIC CORP	700-343-00	MAT&SUPP-PARKS	POLY BOXES FOR JAWBONE	478.73
		700-464-00	HOTEL-MOTEL (FLOWERS	SWITCH FOR WATER PUMP	49.98
	NAPA-AMTOWER AUTO SUPPLY	700-464-00	MAT & SUPP - CEMETER	CUT 4 PINE TREES CEMETERY	2,400.00
	MTR TREE SERVICE	700-341-00	MAT & SUPP - CEMETER	CABLE & SUPPLIES CEMETER	76.69
	LOWES BUSINESS ACCOUNTS	700-464-00	HOTEL-MOTEL (FLOWERS	POTTING MIX & MULCH	102.21
		700-464-00	HOTEL-MOTEL (FLOWERS	20 BAGS 2 CU FT MULCH	56.60
		700-464-00	HOTEL-MOTEL (FLOWERS	POTTING SOIL MIX	133.70
		700-464-00	HOTEL-MOTEL (FLOWERS	MULCH; COMPST; PLANT TONE	85.94
		700-464-00	HOTEL-MOTEL (FLOWERS	MULCH; COMPST; PLANT TONE	56.60
		700-464-00	HOTEL-MOTEL (FLOWERS	2 CU FT PREM. MULCH	56.60
		700-464-00	HOTEL-MOTEL (FLOWERS	FISKARS BYPASS & MICRO TIP	39.85
		700-464-00	HOTEL-MOTEL (FLOWERS	POTTING MIX	165.06
		700-343-00	MAT&SUPP-PARKS	FITTINGS FOR PARKS	45.70
		700-343-00	MAT&SUPP-PARKS	FITTINGS FOR PARKS	28.90

06-03-2022 12:15 AM

DISBURSEMENTS 5-01-22 TO 5-31-22

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	WV PUBLIC EMPLOYEES RETIREME	700-343-00	MAT&SUPP-PARKS	FITTINGS FOR PARKS	223.58
		700-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	20.00
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	56.88
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	184.15
		700-106-01	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	49.20
	REFUND OF PARK RESERVATIONS	700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	145.61
		700-343-00	MAT&SUPP-PARKS	REF JOLENE JOHNSON PAV FEE	5.00
	CRITES ELECTRICAL SUPPLY INC	700-343-00	MAT&SUPP-PARKS	PLUGS & BUSHINGS JAWBONE	53.80
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	342.15
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	155.51
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	80.02
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	36.37
		700-343-00	MAT&SUPP-PARKS	PCRD-TRASH BAGS FOR PARKS	578.00
	AMAZON.COM	700-464-00	HOTEL-MOTEL (FLOWERS	CORRECT POST ERROR SYGC RE	180.00
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	51.87
	CITY OF BUCKHANNON SYNC	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-IMPAEX SUNPATNS	90.10
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	74.76
	BALL HORTICULTURAL COMPANY	700-465-00	CONTRACT MOWING CEME	MOWING AT CEMETERY 4/23/22	2,075.00
		700-465-00	CONTRACT MOWING CEME	MOWING CEMETERY 4/30/22	2,075.00
	EVERSON-CARR FARMS LLC	700-465-00	CONTRACT MOWING CEME	REIMB PAV 1 NBRFP 5/14/22	50.00
		700-343-00	MAT&SUPP-PARKS	5/01/2022 - 5/31/2022	8,026.53
	ERRANE SOUTHAM			TOTAL:	19,891.69
	**PAYROLL EXPENSES				

Motion to approve the May 2022 Financial Report was made by Rylands/Waldo. Motion Carried.

E. Correspondence and Information – Mayor Skinner reviewed the following with the Board:

E.1 Deed & M.O.U. Roman Catholic Bishop of the Diocese of Wheeling RE: Property Exchange at bottom of Amalia Drive -Indexed City D212



Diocese of Wheeling-Charleston

Office of Buildings and Properties

RECEIVED JUN 06 2022

June 3, 2022

Mr. James Hollen
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

Mr. Hollen,

Enclosed is the fully executed Memorandum of Understanding as well as the Deed for the property conveyance in front of Holy Rosary Catholic Church.

Once you have recorded the deed, please send me a copy of the recorded deed.

Should you have any questions or concerns, please do not hesitate to give me a call.

Thank you

Kenneth Staley
Supervisor of Buildings & Properties
Diocese of Wheeling-Charleston

Cc: Holy Rosary Catholic Church

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934

February 15, 2022

The Most Reverend Mark E. Brennan
Bishop of the Diocese of Wheeling-Charleston
For the Benefit of the Holy Rosary Catholic Church
34 Franklin Street
Buckhannon, West Virginia 26201

Re: Memorandum of Understanding
Providing of Investigative Services in
Exchange for a 0.0523-acre Tract of Property

Dear Bishop Brennan,

Per the conversations from the October 28, 2021 site visit at the Holy Rosary Catholic Church (Church) with representatives from the Church, this Memorandum of Understanding (MOU) is being presented to you for your review and execution based upon the following:

1. The City of Buckhannon (City), via both the Street and Sanitary Sewer Departments, will both provide City personnel and City equipment necessary to investigate and assist in determining the condition of the existing storm sewer drain and discharge line located at the northeast corner of the Holy Rosary Catholic Church, located in Buckhannon, West Virginia. Based on multiple site visits from both the Sanitary Sewer Department and the City Engineer, it appears that the existing storm drain and/or discharge line in question runs directly under the existing concrete sidewalk and that an investigation of the immediate area did not result in a location where the existing storm sewer is either blocked (plugged) or ties into the City's existing storm sewer collection system. Based upon the site investigations, the City is proposing the construction of a 5'-0" long x 5'-0" wide x 2'-6" deep gravel leach bed at a point approximately 3'-0" on the eastern side of the existing concrete sidewalk. The proposed leach bed will allow for the stormwater that drains off the roof to deposit directly into the leach bed and naturally infiltrate ("perc") through the gravel and filtration fabric into the surrounding in-situ subsoil. The City will provide the necessary equipment and materials for this project and ask that the Church provide reimbursement of the materials required for the construction of the leach bed, which are estimated to cost approximately \$250.00.
2. In exchange for the City providing the investigative and construction services identified in Item No. 1 above, the Roman Catholic Bishop of the Diocese of Wheeling-Charleston shall convey, by the appropriate Special Warranty Deed, the proposed 0.0523-acre tract of property that is currently part of the existing 0.436-acre tract located at the bottom of Amalia Drive to the City that is owned by the Roman Catholic Bishop of the Diocese of Wheeling-Charleston (a copy of the tract of property is attached to this letter and can be found in Deed Book 363 on Page 737). The proposed 0.0523-acre tract of property is required so that the City can subsequently convey the said tract of property to the West Virginia Department of Transportation - Division of Highways (WVDOH) so that it be incorporated into the WVDOH's roadway

system and thus allow for the construction activities associated with the Gateway West Phase III Sidewalk and Lighting Improvement Project to commence.

If you are in agreement with the conditions identified above, please sign and date on the appropriate signature line below. Once the MOU is fully executed, a copy of the MOU will be provided to you for your records.

Mark E. Brennan
The Most Reverend Mark E. Brennan
Bishop of the Diocese of Wheeling-Charleston
For the Benefit of the Holy Rosary Catholic Church

June 2, 2022
Date

Robert N. Skinner, III
Robert N. Skinner, III - Mayor and Chair
City of Buckhannon

2/17/2022
Date

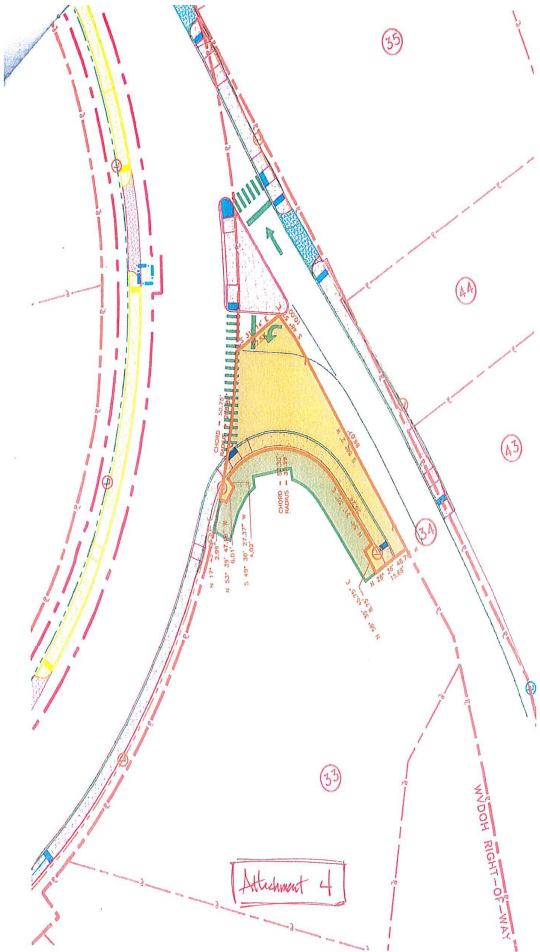
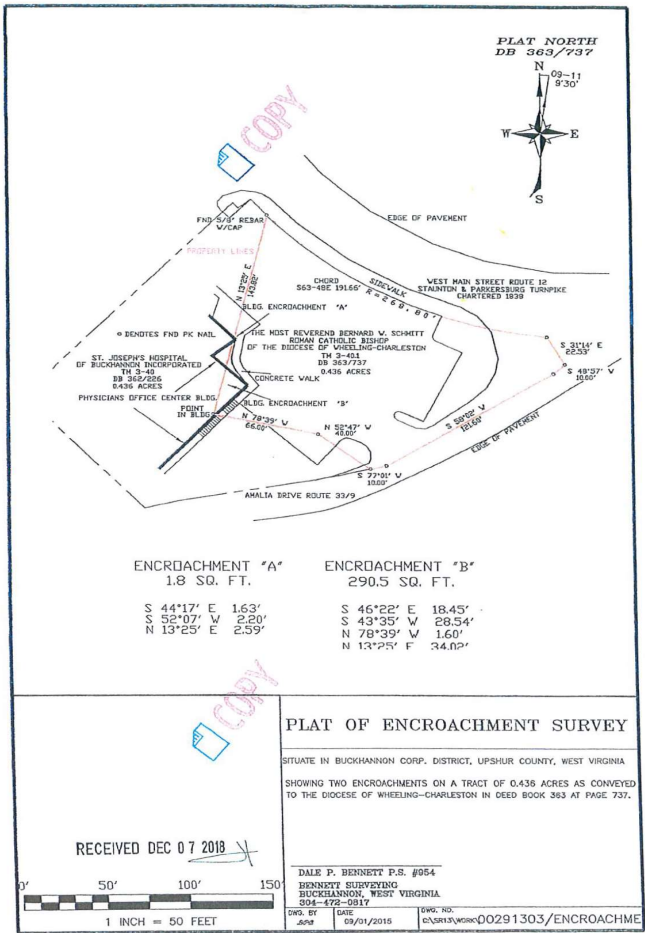
If you have any questions or comments regarding the contents of this letter, please contact me at your convenience at (304) 472-1651, Extension 1006.

Sincerely,

JAMES S. HOLLIN, III, PE
James S. Hollin, III, PE
City Engineer

- Attachments:
1. Exhibit showing the proposed 0.0523-acre tract of property (in orange) to be removed from the existing 0.436-acre tract of property currently owned by the Roman Catholic Bishop of the Diocese of Wheeling-Charleston
 2. Plat of Encroachment Survey dated 9-1-2015 by Bennett Surveying (for reference use)
 3. Plat of Encroachment Survey dated 9-1-2015 by Bennett Surveying with the 0.0523-acre tract (in orange) to be removed from existing 0.436-acre tract of property (outlined in purple)
 4. Partial Site Plan of the Gateway West Phase III Sidewalk and Lighting Improvements overlaid on the 0.436-acre tract of property in question
 5. Site Plan of the Proposed Stormwater Leach Bed

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CITY DATA
RECEIVED JUN 08 2022

DEED

THIS DEED, made this 27th day of May, 2022, by and between the MOST REVEREND MARK E. BRENNAN, Bishop of the Roman Catholic Diocese of Wheeling-Charleston, party of the first part, and the CITY OF BUCKHANNON, a West Virginia municipality, party of the second part.

WITNESSETH: that for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, the party of the first part does hereby GRANT AND CONVEY, with covenant of GENERAL WARRANTY, unto the party of the second part, a parcel situate in the City of Buckhannon, Buckhannon Corporation District, Upshur County, West Virginia, which is more particularly described as follows:

Beginning at a set PK Nail on the southwestern Right-of-Way of West Main Street, Route 12 (Staunton & Parkersburg Turnpike, chartered in 1838);

Thence S 31° 14' E 22.53' to a set PK Nail on the northern Right-of-Way of Amalia Drive, Route 33/9;

Thence with three lines of said northern Right-of-Way of Amalia Drive, Route 33/9, S 48° 57' W 10.00' to a set PK Nail;

Thence S 58° 2' W 86.07' to a Point;

Thence N 28° 37' 3.55" W 15.68' to a Point;

Thence N 58° 39' 45.75" E. 8.75' to a Point;

Thence S 34° 55' 55.43" E 4.00' to a Point;

Thence N 54° 31' 35" E 26.24' to a Point;

Thence with a Curve to the left having a chord bearing of N 3° 22' 41.72" E 47.10' and a radius of 31.29' to a Point;

Thence S 49° 38' 27.37" W 4.02' to a Point;

Thence N 53° 39' 47.68" W 6.01' to a Point;

Thence N 17° 43' 55.67" E 2.99' to a Point on the southwestern Right-of-Way of West Main Street, Route 12 (Staunton & Parkersburg Turnpike, chartered in 1838);

Thence with a Curve to the left having a chord bearing of S 78° 50' 3.09" E 50.49' and a radius of 268.80' to the Point of Beginning, containing 0.0523 acres.

STATE OF WV,

COUNTY OF Ohio, TO-WIT:

The foregoing instrument was acknowledged before me this 1st day of June, 2022, by MOST REVEREND MARK E. BRENNAN, Bishop of the Roman Catholic Diocese of Wheeling-Charleston.

Notary Public

My Commission Expires:

Sept. 14, 2025



This instrument was prepared by Andrew R. Thalman, Esq., PHILLIPS, GARDILL, KAISER & ALTMAYER, PLLC, 61 Fourteenth Street, Wheeling, WV 26003.

This instrument was prepared without the benefit of a title examination, title report, title certificate, or title insurance commitment and neither the preparer nor Phillips, Gardill, Kaiser & Altmeyer, PLLC by the preparation of this instrument make any express or implied warranties, representations, or affirmations of any kind, nature, manner, or character, including, without limitation, warranties, representations, or affirmations relating to the quality of title, the nature of title, possession, quiet enjoyment, merchantability, fitness for a particular use or purpose, the condition of the property, access to the property, or the capacity of Grantor(s) to grant or convey title.

Being part of 0.436 acres as conveyed to The Most Reverend Bernard W. Schmitt, Roman Catholic Bishop of the Diocese of Wheeling-Charleston in Deed Book 363 at Page 737.

The Most Reverend Michael J. Bransfield was installed as the Successor in Office to the Most Reverend Bernard W. Schmitt, who retired, consistent with West Virginia Code, 35-1-4 on February 22, 2005.

The Most Reverend Michael J. Bransfield retired on September 13, 2018. His successor in office, The Most Reverend William E. Lori, was appointed Apostolic Administrator of the Roman Catholic Diocese of Wheeling-Charleston until the installation of the Most Reverend Mark E. Brennan.

The Most Reverend Mark E. Brennan was installed as his Successor in Office, consistent with West Virginia Code 35-1-4 on August 22, 2019.

This conveyance is subject to the following restrictions that will run with the land:

1. This lot shall not be used for any brewery, bar, or restaurant, or for the manufacture, sale or use of any malt, spirituous or distilled liquors of any kind or description.
2. No noxious or offensive trade, or activity, shall be carried on, any lot, nor shall anything be done thereupon, which may be or become, an annoyance or nuisance to the neighborhood, including but not limited to, a bar, gambling facility of any kind or nature, or for the use as a facility for exotic entertainment of any nature.

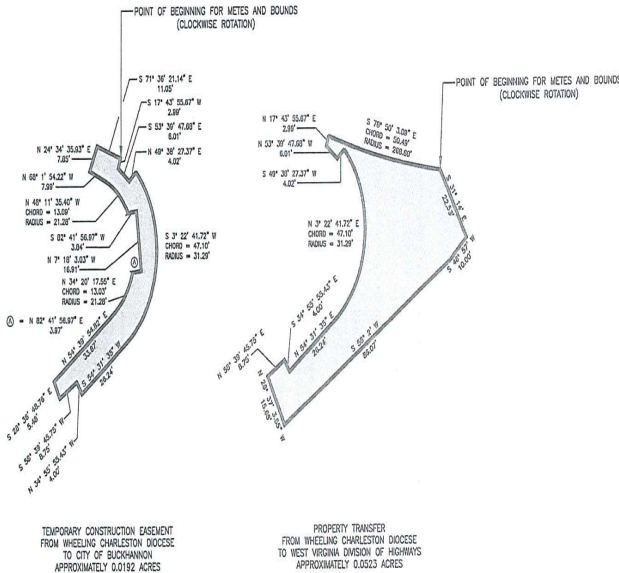
This conveyance is made subject to exceptions, reservations, restrictions, covenants, conditions, easements and rights-of-way referred to or contained in this deed, any aforementioned deeds and all prior conveyances of record.

The Grantor declares that this conveyance is not subject to taxation on the transfer of real estate because it is a conveyance by a charitable religious organization to a West Virginia municipality.

Witness the following signature:

MOST REVEREND MARK E. BRENNAN,
Bishop of the Roman Catholic Diocese of
Wheeling-Charleston

Mark E. Brennan



E.2 Installment of Small Business Wayfinding Signage-The Tanning Hut



E.3 Addressing/Mapping Verification Old Address 10 Fourth St. for 1st residence: New Address 55 Corabell Ln.

E.4 Addressing/Mapping Verification Old Address 10 Fourth St. for 2nd residence: New Address 57 Corabell Ln.

E.5 Gateway West Transportation Alternatives Supplemental Agreement #1 for Change in Funding-Project U349-BUC/KH-14.00 TAP 2017(189)D -Indexed City Agreements CityA290

TABLE 1.0 BUCKHANNON GATEWAY WEST FUNDING BREAKDOWN FFY 2017 STATE PROJECT: U349-BUC/KH-14. 00 FEDERAL PROJECT: TAP-2017(189)D (CONSTRUCTION)			
FUNDING TYPE	FEDERAL FUNDS	SPONSOR MATCHING FUNDS	TOTAL
CONSTRUCTION PHASE TAP-2017(189)D			
FFY 2015 TA Grant Funds	\$18,337.84	\$4,584.46	\$22,922.30
FFY 2017 TA Grant Funds	\$311,436.00	\$77,859.00	\$389,295.00
FFY 2018 TA Grant Funds	\$170,898.40	\$42,724.60	\$213,623.00
Total Project Construction Funds	\$500,672.24	\$125,168.06	\$625,840.30
NOTES: FFYs 2015 and 2017 TA Grant Funds are already authorized and are being expended. This Supplemental Agreement 1 is adding the FFY 2018 award to the on-going construction project. Sponsor to provide matching funds through Force Account/In-Kind services.			

F. Consent Agenda

F.1 Approval of Minutes - Regular Meeting 05/26/2022

Motion to approve the Minutes of 05/26/2022 Meeting was made by Rylands/Waldo.
Motion carried

G. Strategic Issues for Discussion and/or Vote

G.1 Central WV Aging Services Request Recommendation to City Council to Purchase Parking Permits for 6-8 Spaces in Public Parking Lot 3 – Action taken earlier in the meeting.

G.2 Farmer’s Market Parking & Use of Space at Jawbone Park – Action taken earlier in the meeting.

G.3 Event Request-LIT Fire & Flow Arts Show -Street Closure 6 N Kanawha Street on 07/02/22 8pm-11pm – Action taken earlier in the meeting.

G.4 American Legion Post 7- Request to Bury the Ashes from the Flag Burning (Retirement) Ceremony on Larry Brown Flagpole Hill – Action taken earlier in the meeting.

G.5 Event Request-The Rustic Mechanicals-Shakespeare Play-Jawbone Park on 07/23/22 2pm-9pm – Discussion of the Event Request took place.

Motion to approve the Event Request for The Rustic Mechanicals Shakespeare Play in Jawbone Park on 07/23/22 from 2:00 PM – 9:00 PM was made by Rylands/Waldo. Motion carried.

G.6 Event Request-Buckhannon Fourth of July Committee-Street Closure on 07/01/22 - SYCC Drill Team & Elite Twirlers to perform at Festival Friday & Fireworks Event & Cartoon Inflatables & Bounce House & etc. And use of part of Public Safety Complex Parking Lot for Holden Rock Climbing – Action taken earlier in the meeting.

G.7 Robert Zuliani Request Conduct Business “Zul’s Frozen Lemonade” Placement of Zul’s Trailer on 07/01/22 At the Public Safety Complex Parking Lot for Festival Fridays & Fireworks Event – Discussion of the Event Request took place.

Motion to approve the Robert Zuliani request to conduct his business “Zul’s Frozen Lemonade” with a placement of Zul’s Trailer on 07/01/22 at the Public Safety Complex parking lot for Festival Fridays & Fireworks event was made by Rylands/Skinner. Motion carried.

G.8 Request to Conduct Business Hotdog Cart “Traveling Dawgz” at Jawbone Park, NBRFP & City Park (ongoing) – Action taken earlier in the meeting.

G.9 Pavilion Rental Reservation Changes made by Applicant after Submitting Payment – Discussion took place regarding the difference in pricing per park pavilions and Mayor Skinner recommended that we have a flat fee of \$50 for any City pavilion rental.

Motion to approve a flat rental fee of \$50 for any of the City owned pavilion’s was made by Rylands/Waldo. Motion carried.

H. Board Members Comments and Announcements

Mark Waldo – Mr. Waldo noted that the split rail fence at the River Walk Trail is in need of repair. He also had concerns with Gum Street and that some of the newly paved street has drainage problems and the pooling is causing ice spots and various concerns with the residents. Mr. Hawkins will address all issues as soon as possible.

Nancy Shobe – Absent

Pamela Bucklew – Nothing further

Cj Rylands – Nothing further

Recorder Sanders – Nothing further

Jerry Arnold – Absent

Brad Hawkins – Nothing further.

Mayor Skinner – Nothing further.

I. Adjournment

The meeting was adjourned at 9:00 AM by the Chair.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____